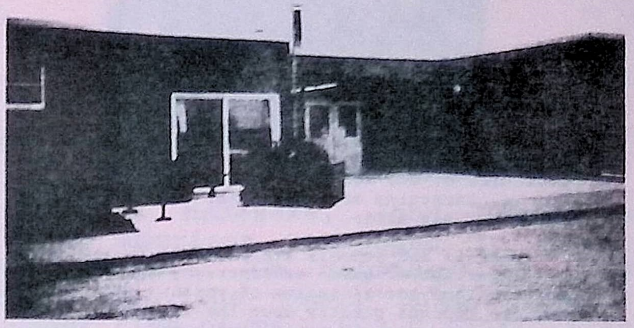
John Glenn Elementary

Member Of
North Central Association

PARENT HANDBOOK

JOHN GLENN



John Glenn is one of five Elementary Schools in the North Scott School District.

ELEMENTARY

DONAHUE, IOWA

PHONE 282-9627

Our two-section school serves students K-6 from Dixon, Donahue, Maysville and the country area surrounding these communities, including all of the area North of St. Ann's Road.

DR. DOUGLAS OTTO
Superintendent of Schools
251 E. Iowa St.
Eldridge, Iowa 52748
Phone: 319 (285-4819)
DR. ARNOLD D. LINDAMAN
Assistant Superintendent
251 E. Iowa St.
Eldridge, Iowa 52748
Phone: 319 (285-4605)

John Glenn
Elementary

Joe Ragona
Principal
Donahue, Iowa 52746
(319) 282-9627

Member Of
North Central Association

Dear Parent:

This handbook is prepared for you to answer any questions you may have regarding the policies and procedures of our school. We encourage you to contact us concerning any additional comments or questions that may arise.

Parents and schools are partners in one of the most important of human enterprises; that being the education and socialization of youth. Your child's progress depends greatly upon the cooperation and communication between school and home.

Please feel free to visit school or to question those things you don't understand. We are proud of our staff and our students. We welcome you to our school and a new school year. We are looking forward to a very enjoyable and productive year for your child.

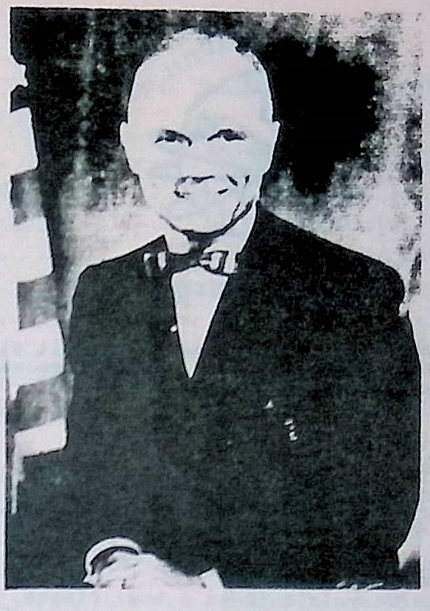
Sincerely,

Joe Ragona

Joe Ragona
Principal

JR:mak

An Equal Opportunity Employer



Our school's namesake, John Glenn, was the first American astronaut to make an orbital flight. On February 20, 1962, Glenn circled the earth three times in just under five hours. His historic flight formally launched America into the space age and was followed by many other flights that eventually led to man landing on the moon.

In 1964, he left the space program, and in 1970, he ran for the U. S. Senate in Ohio, but was defeated. He ran again in 1974 and won the election for the Senate seat. In 1976, he was one of the candidates being considered for the Vice-Presidential running mate for Jimmy Carter and campaigned for the office of President in 1984-85. At the present time, he is a senator in the U. S. Congress.

From time to time, our student body makes personal contact with Senator Glenn by phone and mail.

John Glenn

Elementary

This is a basic list of items needed by all elementary students at John Glenn School. Other items may be requested by individual teachers.

KINDERGARTEN

scissors (plastic type)
one box tissues (I'll let you know when we need them)
school box (a cigar box will do) a must as we share desks
paint shirt
tote bag or backpack (to be brought daily)
Elmer's glue (1¼ oz. size)
1 box large Crayola's (8 in a box) Please, no larger box.
2 pencils (#2)

FIRST AND SECOND LEVEL

one box tissues
paint shirt
tennis shoes - (no black soles)
box of Crayola's (please do not send a large box)
pencils (#2 lead preferred)
one eraser
one pair scissors (left handed for left handed students)
one ruler with metric on one side
one cigar type box to keep supplies in

THIRD THROUGH SIXTH LEVEL

one box tissues
paint shirt
tennis shoes - (no black soles)
box of 16 crayons
pencils (#2 lead preferred)
one eraser
one pair scissors
wide lined paper (preferably non-spiral)
one ruler with metric on one side
zippered pouch for pencils (would be helpful)
blue or black ball point pen (6th level only)
colored pencils (6th level only)
70 page spiral theme book (wide line, third level only)

1989-90 SCHOOL CALENDAR

August 28.....First Day of School
September 4.....No School - Labor Day
September 12.....John Glenn Open House
October 27.....First Quarter Ends
October 30.....No School - Inservice
October 31.....Halloween Parade
November 6.....No School - Conferences
November 17-23.....Book Fair
November 22.....No P. M. Kindergarten
Two hour early dismissal
November 23-24.....No School - Thanksgiving
Nov. 27-Dec. 1.....Basic Skills
December 22.....Christmas Party
December 25 - Jan. 2..Christmas Vacation
January 3.....School Resumes
January 12.....Second Quarter Ends
January 15.....No School - Inservice
January 16.....Second Semester Begins
February 14.....Valentine Skate Party
February 19.....No School - President's Day
March 16.....Grandparent's Day
March 22.....Third Quarter Ends
March 23.....No School - Inservice
April 5.....No School - Conferences
April 12-16.....Spring Break
April 30.....Kindergarten Roundup
May 4.....Ecology Day
May 22.....6th Level Field Days
May 23.....5th Level Field Days
May 24.....4th Level Field Days
May 28.....No School - Memorial Day
May 30.....Last Day of School
Graduation Ceremonies - All Students
Two hour early dismissal

SCHOOL TIMES

Office Open	7:45 A.M.-4:15 P.M.
Teaching Staff	
Mon.-Thurs.	8:00 A.M.-4:00 P.M.
Friday	8:00 A.M.-3:00 P.M.
First Class	8:30 A.M.
3-6 Noon Hr.	11:40 A.M.-12:30 P.M.
1 & 2 Lunch	12:00 Noon-12:55 P.M.
End School Day	3:00 P.M.
Buses Depart	3:05 P.M.

KINDERGARTEN SESSIONS

8:30 A.M. to 11:00 A.M.
12:30 P.M. to 3:00 P.M.

REGISTRATION FEES

Grades K-6 $25.00
The fee is pro-rated for those entering during the year.

ACADEMIC PROGRAM

Our academic program is highly structured and is designed to place stress on the development of the basic skill areas. Our program is planned and developed to meet the needs of the students. We are in compliance with all State Standards, as well as the NCA. (North Central Accrediting Association.)

BOOKS

Library books and textbooks are furnished by the school system. Fines are charged for lost or damaged books.

REPORTING STUDENT PROGRESS

Student progress is reported to parents by two scheduled conferences; one at the end of the first quarter, and one at the end of the third quarter. Progress updates are sent at midterm each quarter and report cards are sent home quarterly. Parents or teachers may request additional conferences whenever they feel there is a need.

STUDENT INSURANCE

Student Insurance is available in the fall for those who wish to purchase it. It will only pay in cases where no other insurance will stand behind the claim.

LUNCH PROGRAM

Hot lunches are available daily at the following prices:

Single Lunch	$.95	Single reduced lunch	$.40
10 day Lunch	9.00	10 day reduced lunch	4.00
Adult Salad	1.00	Adult Lunch	1.50

VISITATIONS

You are always welcome to visit school. We ask that you let the office know that you are observing prior to going to the classroom.

COLLECTION OF MONEY

Money which must be collected at various times during the school year is banked daily. When money is sent with a younger primary student, please seal the money in an envelope and indicate on the outside of the envelope the amount of money and its purpose.

SPECIALISTS

A speech therapist, educational psychologist, and a special education consultant are scheduled into the building each week. A hearing clinician and an early childhood consultant are available upon request.

BUSES

Since 90% of our student body ride the bus daily, we request that both students and parents study the following set of rules.

TRANSPORTATION RULES FOR STUDENTS

1. Pupils are under the authority of the bus driver.
2. Pupils shall be on time for the bus both morning and evening.
3. Pupils shall remain seated while the bus is in motion.
4. Pupils shall not extend their hands, arms, or head through the bus window.
5. Pupils shall converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks.
6. Pupils shall not open or close the bus windows without the permission of the driver.
7. Pupils shall keep the bus clean, and refrain from damaging it.
8. Pupils shall be courteous to the driver, to fellow pupils and to passers-by.
9. Pupils shall enter and leave bus at school loading stations and at highway bus stops, in orderly fashion and in accordance with instructions.
10. Pupils shall refrain from crowding or pushing.
11. Pupils shall refrain from talking to the driver while the bus is in motion.
12. Each pupil shall go directly to his or her seat upon entering the bus.
13. Roughhousing on the bus is prohibited.
14. Pupils shall keep their feet off the seats.
15. Pupils shall keep sharp objects off the upholstery.
16. Pupils shall not throw objects about in the bus nor out through the windows.
17. Books and other property shall be properly stored out of the way, and the aisle shall be clear at all times.
18. Shooting paper wads or other material in the bus is not permissible.
19. Pupils shall avoid playing or loitering on the highway when waiting for the bus.
20. Pupils shall cross the road in accordance with instructions from the driver.
21. Other misconduct.

Following these rules is important to the safety and well being of students while on the bus. We will assign buses at the beginning of each school year or when new students enroll. Bus times and assignments may change during the school year.

All students will be expected to ride their regular assigned bus. If a parent has other plans for their youngster that would involve not riding their assigned bus, we should be notified of those intentions by a hand-written note sent to the office.

LATE ARRIVALS

If a student will be arriving late for school and intends to eat hot lunch, the order must be phoned into our office no later than 9:15 A.M. or we will be unable to provide them with a hot lunch.

HEALTH AND SAFETY PRACTICES

The school nurse is available daily 10:00 A.M. to 1:30 P.M. In addition to providing temporary care for the students who become ill or are injured at school, she conducts or coordinates vision, hearing, scoliosis screening, tooth and gum care, and keeps records on immunization requirements. The State of Iowa requires information regarding immunizations and health of the students. Help us keep your child's records updated.

Medication will be stored and administered in the nurse's office. All medication must be in an appropriate container labeled with the student's name and the time(s) which the medication is to be administered. The parent should send only enough medication to give the necessary dosage that is to be taken at school.

Health and safety practices must be a joint effort of home and school. Children with definite signs of illness such as colds, skin diseases, or childhood communicable diseases should not be sent to school. This policy is both for the health of the affected child as well as the health of his classmates who could become infected.

Any student who suffers an injury or accident should report it immediately to the supervising teacher and the School Nurse. If a child is injured or becomes ill at school, he is cared for temporarily in the nurse's office until a parent or a person designated by the parent is able to take the child home.

Lice: Students with lice nits in their hair are not permitted to be in school even if they have been treated. As long as the nits are present, it is impossible to tell if the student has been reinfested.

GROOMING AND DRESS HABITS

Good grooming and dress is important for the maintenance of a learning atmosphere. Student dress should not encourage a carnival or picnic atmosphere, but it should reflect the business of learning. Students wearing short shorts, halter tops, net see-through shirts, clothing that advertises alcohol, drugs, smoking; as well as those that are imprinted with profanity, obscene and/or offensive words or pictures, do not contribute to the maintenance of a good learning atmosphere and therefore are not permitted.

Students should also dress appropriately for the weather conditions that exist. During wet, sloppy weather, boots are needed. During cold weather, hats and gloves are needed.

STUDENTS LEAVING DURING THE DAY

If a student is to be taken from school early, this must be done through the school office. Classroom teachers are no longer permitted to release a student from class to leave the building with anyone. If a student is to be picked up, please call for the student at the office. The office personnel will see that the student joins you there.

If a parent sends someone to pick up a student and that person is a stranger to us, please notify the office ahead of time, or the student may not be allowed to leave.

These precautions become necessary to protect the students. It also helps us deal more effectively with the increased number of legal custody conflicts.

SCHOOL CLOSINGS DURING BAD WEATHER

Closings are broadcasted on radio stations WOC, WHBF, KIIK, AND WVIK. If school has to be called off and buses sent home early, radio announcements will go out as soon as the decision is made. Sometimes, if road conditions are bad, A. M. Kindergarten will be held over the lunch hour and sent home with the regular bus run.

It is the responsibility of parents to have made arrangements for students who may have to be home early. Please make plans ahead and discuss them with your child so they know these plans.

STUDENT PICTURES

Very early in the year, all students will have the opportunity to have their picture taken. Payment for these pictures must be in advance. Notification of the day pictures will be taken and price lists will be given to parents and student well in advance. Pictures will be taken of each student for the annual and class composites.

STUDYING

One of the most important gifts parents can give to their children is that of helping to learn to study effectively. Good study habits can bring success and satisfaction during the school years, and they may bring the same rewards in the working world. Make your home a good place for studying. There are several steps you can take:

1. Find the best time for studying.
   Decide together on the best time for study and then set that time aside at least five days out of the week.
2. Eliminate common distractions.
   People moving around or talking, younger children playing, cluttered work area, television, and radio or stereo are common distractions.
3. Avoid interruptions.
4. Provide physical conditions that help concentration:
   a. good light
   b. the right temperature
   c. a table or desk
   d. good posture
5. Keep supplies handy.
6. Know some study methods.
   It's common to hear students say, "I've read my assignment, but don't remember what I've read." Many study formulas have been written to make it easier for students to remember information. Two examples are:
   a. SQ3R = Survey, Question, Read, Recite, Review
   b. PORST = Preview, Question, Read, State, Test
7. Flash cards are helpful anytime a large number of facts need to be learned. Practice often for short periods of time will aid retention.

ATTENDANCE

Regular attendance at school is very important. Please help your child develop a commitment for school attendance and for getting to school on time. If it is necessary for a student to be absent, they will be required to bring a written excuse to the office upon their return. If a student is absent longer than two days, the school nurse will contact the home.

FIELD TRIPS

Field trips are planned as an additional educational experience for your children. In the early fall, you will receive a permission form to sign which will give your child permission to attend any field trip. Written permission is necessary for your child to go on the field trip, and if it is not received, your child will remain at the school building. You will always receive advance notice of upcoming field trips. Occasionally, teachers will contact parents to request assistance in supervising a field trip.

RECESS AND PHYSICAL EDUCATION

All students are expected to participate in outdoor recess activities unless a written excuse from parents is received.

Teachers may keep a child in from recess as a form of discipline or in order to complete work.

Physical education is a required class for all students. Their regular participation is expected unless they have a written excuse. If an excessive amount of excuses are received, a note from your family physician may be requested.

VALUABLES AND PERSONAL PROPERTY

Students are discouraged from bringing large sums of money, radios, toys, recorders, or other valuables to school. The school cannot assume responsibility for loss, theft, or breakage of these items.

SCHOOL PARTIES

On certain occasions, students will be taking part in school and class parties and activities. Examples are Christmas, Halloween, and Valentine's Day. Such events are not required. Parents may elect (for personal or religious reasons) to keep students home when these events are in progress. Other activities may include Grandparents' Day, Skating party, and annual music program.

SCHOOL POLICY

It is the policy of the North Scott Community School not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also a policy of this district that the curriculum content and instruction materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to men and women in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, non-sexist society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to the Superintendent of the North Scott Community School District, 251 E. Iowa Street, Eldridge, Iowa, 319-285-4819, to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

PARENT-TEACHER ORGANIZATION/VOLUNTEERS

Our Room Parent Organization is our most valuable service group. They assist in many ways and are responsible for funding most of our special projects and activities. They sponsor School Carnivals and suppers which are very well supported by the community. In addition, parents are a valuable asset to our IMC Writing Center. All parents are urged to become part of this group.

ECOLOGY WEEK

Each year our school has a week of special-planned activities that stress the restoration and preservation of our environment. The week's activities culminate with all students and staff spending a full day at an area park or facility for a day of outdoor classes. The Parent Organization prepares the dinner and also underwrites the cost for the activities.

YEARBOOK

An annual Memory Book is published at a low cost. Each student is encouraged to purchase and have their own.

STUDENT STORE

Students operate a school supply store that sells all basic school supplies. Through this project, students learn some small business practice.

STUDENT COUNCIL

A twelve-member Student Council is elected each year by students in levels 3-6. Students file nomination papers and campaign for the office to which they are elected. The Student Council is active in promoting school spirit and special school events for students.

COLOR GUARD

This student organization is used to teach responsibility and safety to children. Patrol members are assigned duties on the playground, in and around the building, at the buses, and cross walk. They also provide a school honor guard for Friday morning opening exercises and special occasions.

LOST AND FOUND

All lost and found articles are placed in the lost and found trays located inside the front entrance. Parents and students are encouraged to check these trays regularly. Many items go unclaimed every year and end up in the Scott County Good Will twice yearly; during Christmas break and at the end of the year.

CHANGE OF ADDRESS

It is very important that you keep us updated on address and phone number changes, especially for anyone who is to be notified in case of an emergency.

CHILD CUSTODY

In many cases when parents are divorced, both the mother and father continue to have equal rights where their children are concerned. If one parent has a court order that limits the rights of the other parent, please bring a copy to the school office. Unless the court order is on file with us, we must provide equal rights to both parents.

DISCIPLINE

Students are expected to be responsible and accountable for their actions. It is doubtful they will be involved in disciplinary action if they respect the rights and property of others.

Routine disciplinary action will handled by the teachers. Due to the frequency or severity of student misconduct, a child may be referred. In such case, a discipline card will be filled out and put on file. Consequences of misconduct include: counseling, verbal reprimand, loss of privilege, doing schoolwork in the classroom in an isolated area, parent conference, and/or in-school suspension. At the beginning of each school year, teachers will discuss school policies with the children.

FIRE AND TORNADO DRILLS

Fire and tornado drills will be held at regular intervals throughout the school year. Teachers will discuss the procedures and rules with students. Emergency drills are to be taken seriously.

MOVING FROM THE DISTRICT

Please notify the school office in advance of a planned move from the North Scott School District. We will send your child's records upon the request from the new school district.